



# User Guide for The Harbour Room Booking System

This User Guide introduces you to features and functions of the Harbour online room booking system. It contains detailed information of the online system including snapshots of all pages and requirements you may face while browsing the system.

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## Access the System

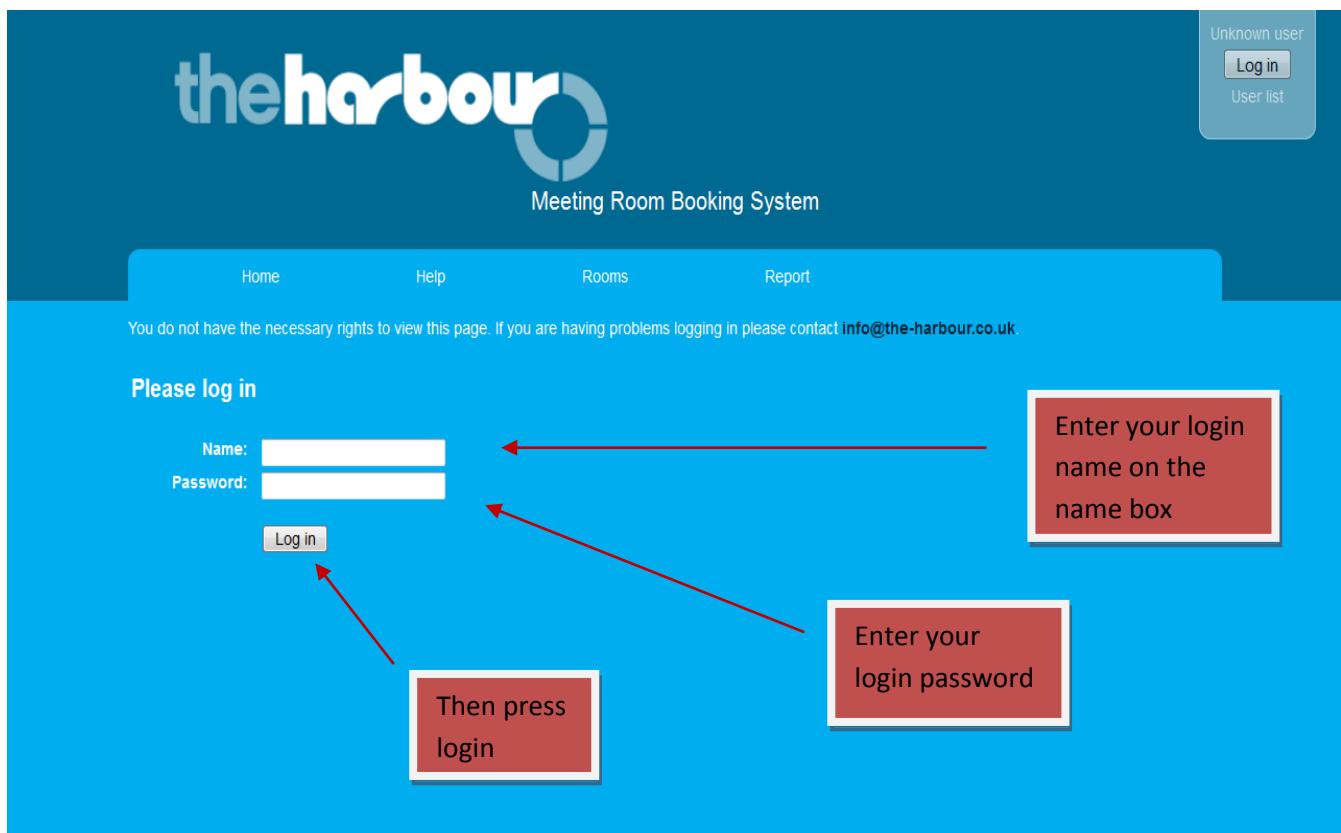
To open the online room booking system of the Harbour:

1. Open up the relevant web browser you normally use,  
e.g. Google Chrome, Mozilla Firefox, Internet Explorer or Apple Safari



2. Write the following URL: <http://www.the-harbour.co.uk/rooms>
3. This will lead you to the login page, as shown below. Please note you cannot create a login details, all login details are provided by the Harbour administration office.

## Login page



The screenshot shows the login page for 'theharbour' Meeting Room Booking System. The page has a dark blue header with the 'theharbour' logo and 'Meeting Room Booking System' text. A navigation bar below the header includes 'Home', 'Help', 'Rooms', and 'Report'. A message in the center states, 'You do not have the necessary rights to view this page. If you are having problems logging in please contact [info@the-harbour.co.uk](mailto:info@the-harbour.co.uk)'. Below this, a 'Please log in' section contains 'Name:' and 'Password:' input fields, and a 'Log in' button. Three red callout boxes with arrows point to these elements: one to the 'Name:' field with the text 'Enter your login name on the name box', one to the 'Password:' field with the text 'Enter your login password', and one to the 'Log in' button with the text 'Then press login'.

## Operating the webpage

Once you login this is the how the front page would look like. This is the monthly colander including the booking of other therapists

Here you can choose the room you want to view

Click here to view previous month calendar

Click here to view next month calendar

Meeting Room Booking System

Rooms

Room 1 (Leather Room)  
Room 2 (Blue Room)  
Room 3 (Upstairs)

February 2013					March 2013					April 2013										
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
4	5	6	7	8	9	10	4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28				25	26	27	28	29	30	31	29	30					

March 2013 - The Harbour - Room 1 (Leather Room)

Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

<< Go To Month Before      Go To This Month      Go To Month After >>

## Making booking

Click on the day you want to book for, Once you click, you will be transferred to the booking page where you will be required to fill out a booking form in order to make a booking.

## Booking page

The screenshot shows the 'Add Entry' form. It includes fields for 'Client name (kept private)' with a text input, 'Optional additional info (kept private)' with a text area, and 'Start' and 'End' times with dropdown menus. The 'Rooms' section lists 'Room 3 (Upstairs)', 'Room 2 (Blue Room)', and 'Room 1 (Leather Room)'. The 'Type' field is a dropdown menu. 'Privacy status' is set to 'Confidential'. 'Repeat type' options include 'None', 'Daily', 'Weekly', 'Monthly', 'Yearly', 'Monthly, corresponding day', and 'Every nth week'. 'Repeat until' is set to '22/03/2013'. 'Repeat day' options are Monday through Sunday. 'Repeat every nth week' is set to 1. 'Skip past conflicts' is an unchecked checkbox. 'Book as user' is set to 'therapist'. At the bottom are 'Back' and 'Save' buttons, and a preview icon.

Information required for bookings are:

- **Client Name**
- **Additional Information:** Add any additional information about the booking
- **Start:** Starting time for the booking
- **End:** End time for the booking
- **Rooms:** Choose the room you want your session to take place in
- **Type:** Choose a type to help identify your booking, either your name (for therapists employed by The Harbour), placement, sessional, groups or external.

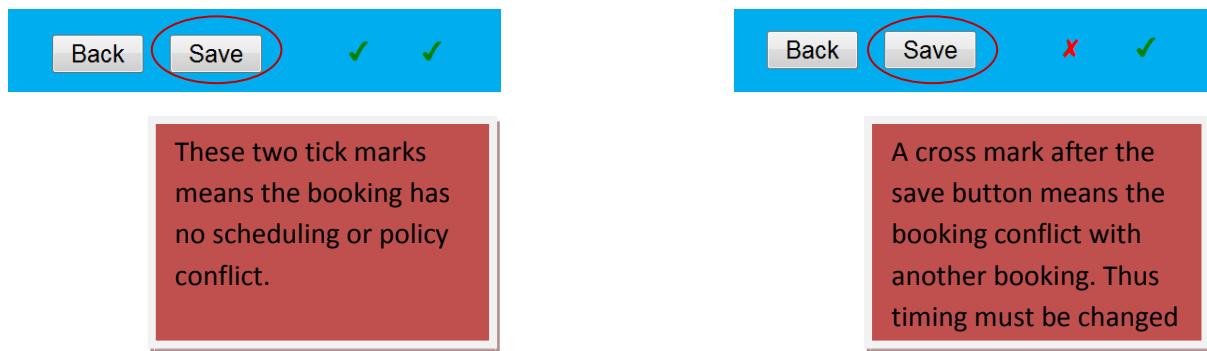
From here onwards is for repeating booking:

- **Repeat Type:** Choose how you want to repeat the booking
  - *Daily* – Repeat every following day after the start date
  - *Weekly* – Repeat booking every week
  - *Monthly* – repeat booking on the same date each month
  - *Yearly* – repeat booking on the same date every year
  - *Monthly correspondent day* – repeat booking on the same date each month
  - *N-weekly* – repeat bookings every nth week, for example to make a booking every other week choose n-weekly and set the number of weeks to 2.
- **Repeat until date:** Choose the end date for the booking to occur. Note the end date that will appear is the same date of the start date, this must be changed to the end date of the repeat booking in order for the booking to be repetitive.

- **Repeat day:** Ending day for the repeating booking
- **Number of weeks:** Enter the number of weeks this booking will be repeating for
- **Skip past conflict:** Click here to skip the repeating section

The final section allows you to choose which user the booking will be created for. Note that if you are not an administrator and create a booking as another user, you will not be able to see the details, edit the booking or receive an email confirmation.

## Booking Conflict



In a case of saving a repeat booking that conflict with other bookings, then only date that does not conflict with other booking will processed

The new booking will conflict with the following entries:

- (18:00:00 - Thursday 07 March 2013) ([View Day](#) | [View Week](#) | [View Month](#))
- (18:00:00 - Thursday 14 March 2013) ([View Day](#) | [View Week](#) | [View Month](#))
- (18:00:00 - Thursday 21 March 2013) ([View Day](#) | [View Week](#) | [View Month](#))

[Back](#) [Skip and book](#)

Complete all booking requirements and press save, you will then be transferred to the main booking page with your booking completed. Note the booking is not confirmed until it is proved by the administration.

## Edit booking

To edit the booking click on your booking at the main page

March 2013 - The Harbour - Room 1 (Leather Room)

<< Go To Month Before		Go To This Month			Go To Month After >>	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 ? 11:30~13:30 [Confidential] 15:00~16:00 [Confidential]		
4 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	5 ? 09:40~12:00 [Confidential] ? 13:00~14:00 [Confidential]	6 ? 15:00~16:00 [Confidential] 17:30~18:30 [Confidential] ? 18:30~19:30 [Confidential]	7 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	8 ? 11:30~13:30 [Confidential] 15:00~16:00 [Confidential]		
11 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	12 ? 09:40~12:00 [Confidential]	13 ? 15:00~16:00 [Confidential] ? 18:30~19:30 [Confidential]	14 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	15 ? 11:30~13:30 [Confidential] 15:00~17:00 [Confidential]		
18 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	19 ? 09:40~12:00 [Confidential]	20 ? 15:00~16:00 [Confidential] ? 18:30~19:30 [Confidential] ? 20:00~21:00 anas (User Gide)	21 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	22 ? 11:30~13:30 [Confidential]		
25 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	26 ? 09:40~12:00 [Confidential]	27 ? 15:00~16:00 [Confidential] ? 18:30~19:30 [Confidential]	28 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	29 ? 11:30~13:30 [Confidential]		

<< Go To Month Before      Go To This Month      Go To Month After >>

As shown above the booking completed is listed with different bookings from other therapists. The booking is under the name 'User Gide' to edit the booking click on the name of the booking.

Once you click, booking details will be shown to you

theharbour

Meeting Room Booking System

You are anas  
Log Off  
User list

Home      Help      Rooms      Report      2 pending bookings

**User Gide (Confidential)**

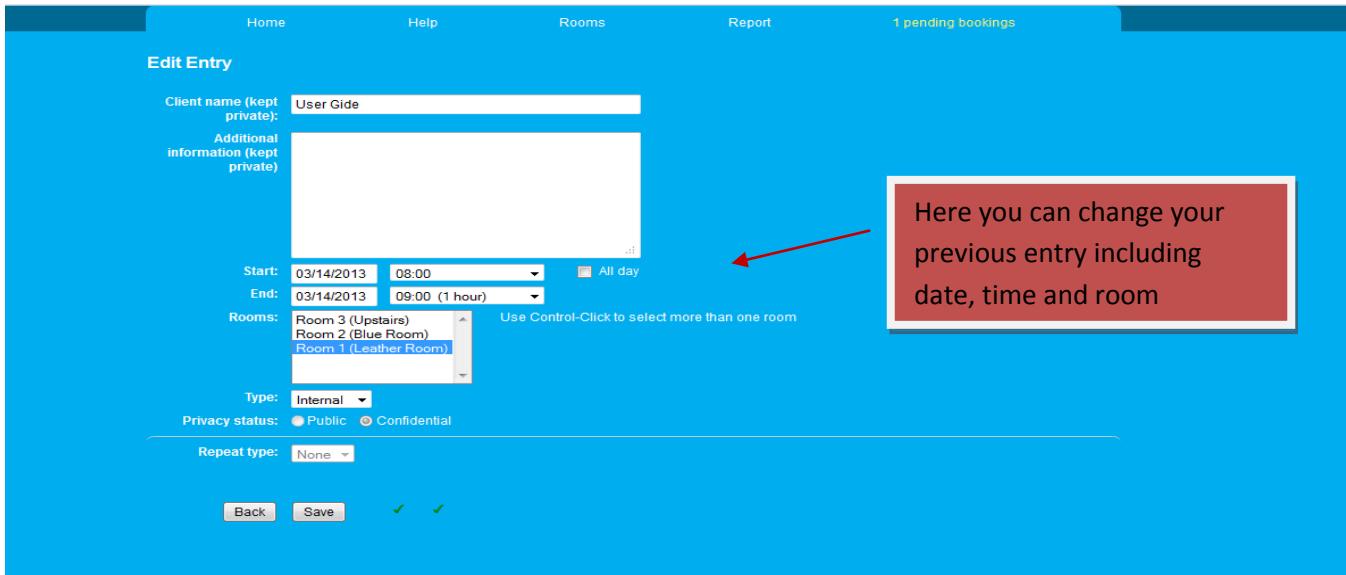
Additional information:  
 Approval status: Awaiting approval  
 Room: The Harbour - Room 1 (Leather Room)  
 Start time: 20:00:00 - Wednesday 20 March 2013  
 Duration: 1 hours  
 End time: 21:00:00 - Wednesday 20 March 2013  
 Type: Internal  
 Created by: anas  
 Last updated: 12:05:50 - Monday 04 March 2013  
 Repeat type: None

Edit Entry  
Delete Entry  
Copy Entry  
Export Entry

Booking details as inserted previously

Return to previous page

- **Edit Entry:** Click here to edit time, date or room of your booking

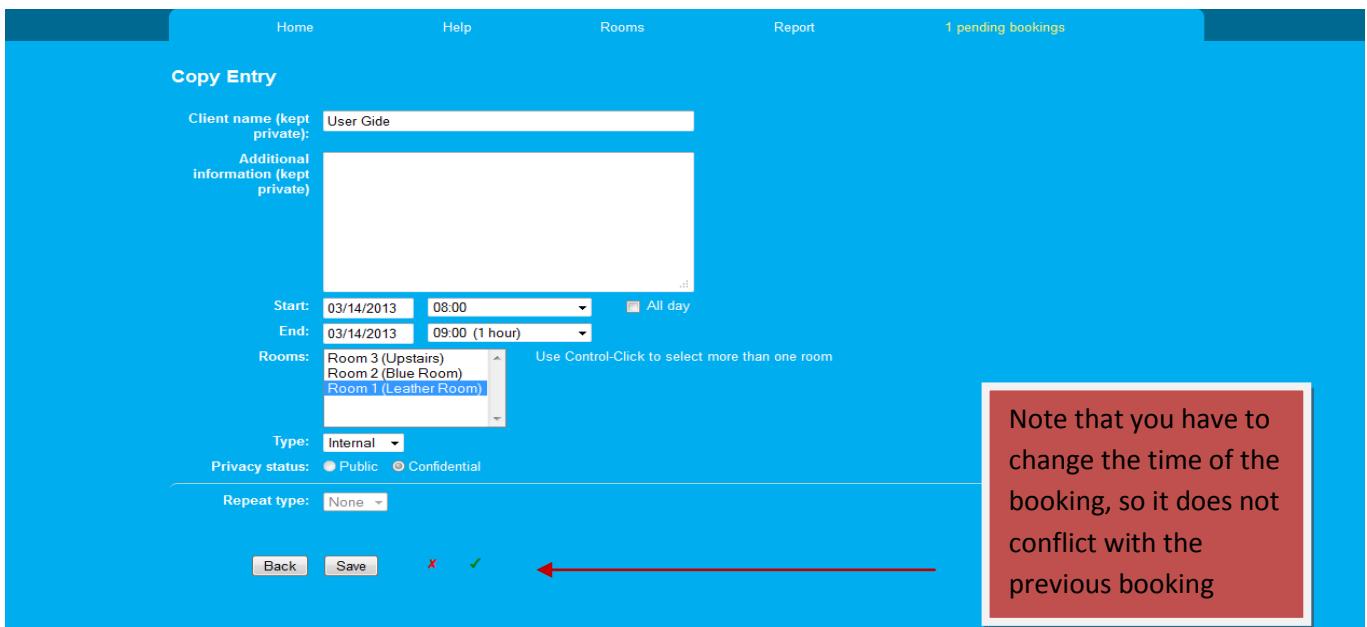


The screenshot shows the 'Edit Entry' page. At the top, there are navigation links: Home, Help, Rooms, Report, and a pending bookings indicator. The main form includes fields for Client name (kept private), Additional information (kept private), Start date (03/14/2013), End date (03/14/2013), Start time (08:00), End time (09:00 (1 hour)), Room selection (Room 3 (Upstairs), Room 2 (Blue Room), Room 1 (Leather Room)), Type (Internal), Privacy status (Public), and Repeat type (None). Below the form are 'Back' and 'Save' buttons, and a status bar with three green checkmarks. A red callout box on the right contains the text: 'Here you can change your previous entry including date, time and room' with a red arrow pointing to the room selection dropdown.

- **Delete Entry:** Click here to delete the entire booking

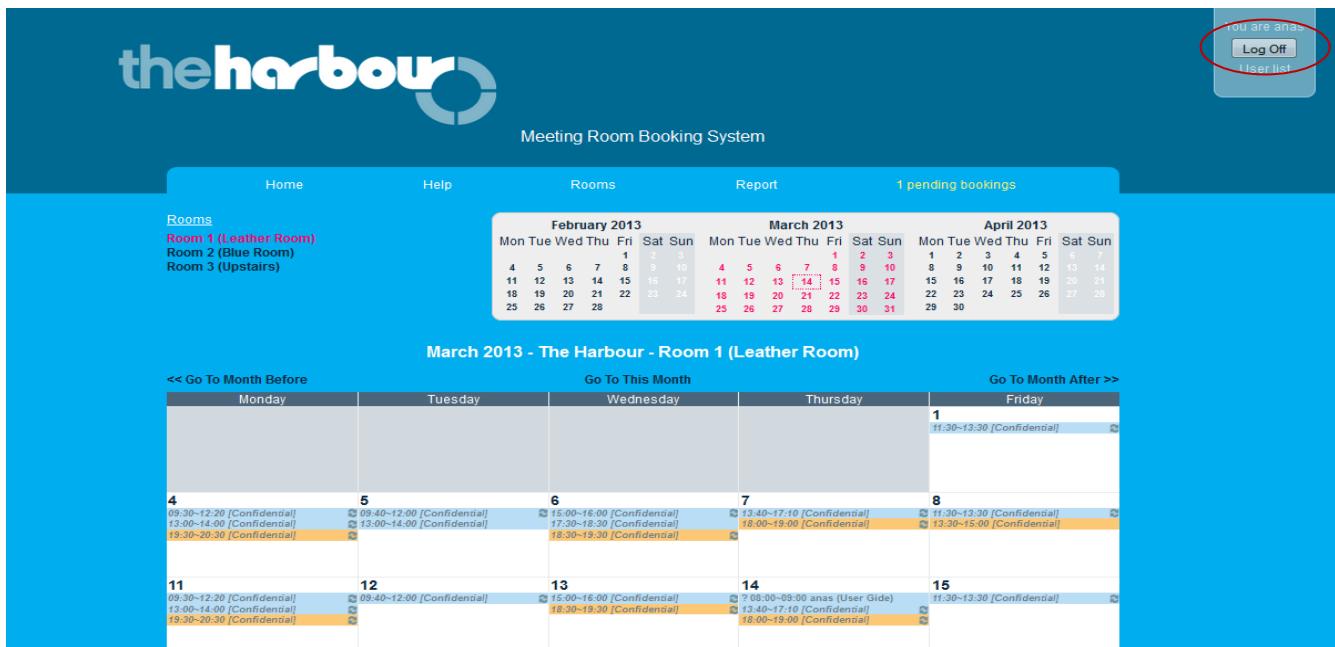


- **Copy Entry:** Click here to copy the details of the previous booking in a new booking. Note that you have to change the time of the booking as



The screenshot shows the 'Copy Entry' page, similar to the 'Edit Entry' page. It includes fields for Client name (kept private), Additional information (kept private), Start date (03/14/2013), End date (03/14/2013), Start time (08:00), End time (09:00 (1 hour)), Room selection (Room 3 (Upstairs), Room 2 (Blue Room), Room 1 (Leather Room)), Type (Internal), Privacy status (Public), and Repeat type (None). Below the form are 'Back' and 'Save' buttons, and a status bar with a red 'X' and two green checkmarks. A red callout box on the right contains the text: 'Note that you have to change the time of the booking, so it does not conflict with the previous booking' with a red arrow pointing to the status bar.

## Log Off



The screenshot shows the Harbour Room Booking System interface. At the top right, there is a blue header bar with the text "you are here" and two buttons: "Log Off" and "User list". The "Log Off" button is circled in red. Below the header, the system's logo "theharbour" is displayed, followed by the text "Meeting Room Booking System". A navigation menu bar contains links for "Home", "Help", "Rooms", "Report", and "1 pending bookings". On the left, a "Rooms" section lists "Room 1 (Leather Room)", "Room 2 (Blue Room)", and "Room 3 (Upstairs)". The main content area features a monthly calendar for February 2013, March 2013, and April 2013. Below the calendar, a detailed view for "March 2013 - The Harbour - Room 1 (Leather Room)" is shown, with days from Monday to Friday. Each day cell contains a list of booking entries, many of which are marked as "Confidential".

Once you complete all your enquiries, you can log off at the top of the page. Not your enquiry has is not confirmed until you receive an email from the administration.